

# EXAMPLE

## Los Alamos National Laboratory

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Dr. (Full Name), (Title)

Organization Name

Street Address

Russian City

Russian Federation

11 September, 2000

**OVERVIEW** (name of the facility to be visited [LANL], proposed dates of visit, list of Russian visitors)

Dear Dr. Glagovsky

We are pleased to invite the following Russian experts to visit Los Alamos National Laboratory, New Mexico during the period of 13 – 17 November, 2000 to participate in a planning meeting for conversion of surplus weapons-grade plutonium.

Name	Organization
Name	Organization
Name	Organization
Name	Organization
Name	Organization
Name	Organization

### **PURPOSE OF THE VISIT**

The purpose of the Los Alamos meeting is to develop a coordinated plan for future plutonium conversion work and to complete contract negotiations for outstanding tasks. A proposed agenda for the workshop is attached.

The meeting will discuss work to be conducted under the government-to-government agreement on scientific and technical cooperation signed by the US and Former Soviet Union (FSU) in July 1998 and under the government-to-government agreement concerning management and disposition of plutonium designated as no longer required for defense purposes signed by the US and FSU in September 2000.

The meeting will discuss future work within the framework of existing contracts between Los Alamos National Laboratory (LANL) and

- Mayak Production Association , Task Ordering Agreement No. ...,

- A. A. Bochvar All-Russian Research Institute of Inorganic Materials, Contract No....., and
- Specialized State Design Institute, Contract No. ....

To attend the meeting, we anticipate that the Russian experts will fly to the US on 11 November and leave the US on 17 November.

Los Alamos National Laboratory will make pre-paid hotel reservations, and send pre-paid airline tickets for the seven Russian experts. All expenses will be paid by Los Alamos National Laboratory according to stated policies. Detailed administrative arrangements and information will be faxed directly to the invited individuals in order for them to obtain a B-1 Visa. Los Alamos will support Visas for all of the above names.

In the spirit of the agreements reached at the February 2000 Russian/French/US coordination meeting, Los Alamos will invite a French technical observer to the meeting.

Sincerely,

Group Leader Name, Title  
Project/Group Name  
Los Alamos National Laboratory

## **PROPOSED AGENDA**

### **Proposed Agenda Title of Meeting 13-17 November 2000**

Los Alamos National Laboratory  
Los Alamos, New Mexico

#### **Monday, 13 November**

Time	Subject	Speaker
9:00 – 9:15	Welcome	
9:15 - 9:30		
9:30 - 9:45		
9:45 – 10:00	Coffee Break	
10:00- 10:30		
10:30 – 11:00		
11:00 – 12:00		
12:00 – 13:00	Lunch	

13:00 – 15:00		
15:00 - 15:15	Break	
15:15 – 17:00		

**Tuesday, 14 November**

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**Wednesday, 15 November**

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**Thursday, 16 November**

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